

For More Information
Office of Admissions
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399

How to Apply for Admissions

Dodge City Community College has an open-door admissions policy with the following requirements for all full-time students:

1. Complete application for admission.
2. Send ACT scores (SAT are accepted). (This is not required but highly recommended. Athletes must submit ACT or SAT scores.)
3. Send high school transcript or equivalent (GED).
4. Send college transcript (if applicable).

The following two items are not requirements for admission but essential planning steps for some students:

5. Submit a deposit to reserve on-campus housing.
6. Check into financial aid and scholarships. Make applications where required.

High school seniors, with written permission from their principal, may enroll in classes for college credit.

Dodge City Community College is fully accredited by the North Central Association of Colleges and Secondary Schools and the Kansas Department of Education.

Special Notice

Dodge City Community College is committed to equal opportunity for all students, regardless of age, sex, race, color, nationality, ethnic origin, religion, handicap or veteran status.

Business Programs



**DODGE CITY
COMMUNITY
COLLEGE**

One of the best ways to qualify for a good career is taking the first step at Dodge City Community College

Business Options

Students who plan to transfer to a four-year university should meet the requirements for an Associate of Arts Degree.

Business curriculum options for an Associate of Arts Degree:

Business Administration/General
Business Administration/Accounting
Business Administration/Management
Business Administration/Marketing
Business Administration/Retailing
Business Education
Small Business Management/Entrepreneurship

An Associate of Applied Science Degree is designed for students who desire to become employed full-time after two years of college in the following majors:

Executive Secretarial
Legal Secretarial
Medical Secretarial
Small Business Management/Entrepreneurship
Marketing Management
Accounting Clerk
Fashion Merchandising
Data Processing/Computer System Analyst
Data Processing/Computer Operator

4-Year University Transfer Student

Once you decide on your choice of a four-year university, advisors in the business division can provide information as to transferability of courses. A number of business courses will transfer to other institutions.

Part-Time Work Experience

Business students at Dodge City Community College are encouraged to obtain a part-time job in their major. The business classes are offered at times that are compatible with a variety of job openings in the community. Students may earn college credit for their work experience in internship courses.

In the 90's specific business skills are required to qualify for employment. Moving up to career choices demands specialized training.



Business Programs at Dodge City Community College

Non-Traditional Students

Adults who are employed or wish to become employed have found the DCCC business courses useful:

- to become familiar with computer technology
- to update their skills at their present workplace
- to expand their college background for resumé and transcript purposes

A variety of business class formats are available with the options of Thursday College, External Studies, Independent Study, on-campus night classes, workshops, seminars and outreach classes.

You will have a distinct advantage over individuals who do not have specific training. Career opportunities are limited for individuals without specific training.

One-Year Certificate Programs

- Executive Secretarial Technology
- Accounting Clerk
- Marketing and Mid-Management
- Small Business Management/Entrepreneurship
- Fashion Merchandising
- Insurance Technology
- Data Processing

For specialized career interests, consult with a business faculty member.

Careers in Tomorrow's Technology - Today!



Financial Aid

Dodge City Community College has developed a variety of financial aid packages to assist students in overcoming economic problems associated with college attendance. DCCC accepts financial aid applications and makes decisions regarding those applications without regard to sex, race, creed, disability, or national origin.

Students who wish to apply for a Pell Grant or Stafford Loan must first establish their eligibility by completing their ACT Family Financial Statement and have their expected family contribution determined. It takes approximately four to six weeks to process an ACT Family Financial Statement. If a student is determined eligible to apply for a loan, it takes at least another three to four weeks for the loan application to be processed.

To qualify for any federal financial aid, a student needs to have a high school diploma or GED. Students who do not meet these requirements may arrange to take a vocational test to determine ability to benefit. Contact the DCCC Testing Center well in advance of the class starting date to arrange for testing.

Veterans who meet eligibility requirements may receive benefits for credit courses taken at the college. For more information call 316-225-1321, Ext. 208.

Any student with a financial concern is encouraged to contact the DCCC Financial Aid Director for additional information.

For More Information
Mail This Card To:



2501 North 14th Avenue
Dodge City, Kansas 67801-2399
316-225-1321
Toll-free in Kansas 1-800-742-9519
Toll-free out-of-state 1-800-262-4565
Phone Registration 316-225-4114

Business Programs

Name (Last) _____

(First) _____ (Middle) _____

Address _____

City _____

State _____ Zip _____

Phone _____ - _____ - _____

Birthdate ____/____/____

Last School Attended _____

Year of Graduation from High School _____

Please send information on: (Check)

- ☐ Financial Aid/Scholarships
☐ On-Campus Housing
☐ Catalog/Admissions Packet
☐ Other: _____